COURSE INFORMATION FORM

DISCIPLINE  
Computer Software

COURSE TITLE  
Introduction to Presentation Software

CR.HR  1  LECT HR.  0.5  LAB HR.  1  CLIN/INTERN HR.  _______  CLOCK HR.  _______

CATALOG DESCRIPTION
This course is a hands-on introduction to presentation software. Design and create computerized presentations using popular presentation software packages.

PREREQUISITES
None.

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:

1. Use popular software to create computerized presentations.
2. Organize topics for presentation.
3. Design computer slides to accompany a presentation.
4. Incorporate graphics, charts, and special features of presentation software in a slide presentation.
CLASS-LEVEL ASSESSMENT MEASURES

Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Hands-on application projects (1-4)
2. Topical quizzes/tests (1-4)

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Outline for presentation
   A. Entering text in a slide pane
   B. Entering text in the outline tab
   C. Creating slides using bulleted lists

II. View a presentation

III. Incorporate graphics and charts into slides
    A. Adding shapes
    B. Adding text boxes
    C. Adding clip art
    D. Changing slide layout

IV. Use special features of presentation software
    A. Animating slide objects
    B. Creating outlines and notes
    C. Emailing a slide show

V. Demonstrate proper file management and utilities
    A. Naming and renaming files
    B. Using menus and toolbars
    C. Previewing and printing a presentation